

CONFIDENTIAL

OTE 83-1331  
7 September 1983

MEMORANDUM FOR: Executive Officer to the DDA

FROM:

[redacted]  
Executive Officer  
Office of Training and Education

SUBJECT: Updated Authorizations for OTE Personnel

REFERENCE: DTE Memo to DDA, Subject: "OTE Travel Authorizing  
Officials," dated 14 July 1983 (copy attached)

George:

1. Attached are copies of Form #725, Designation or Revocation of Authority. (Also attached for your information is a copy of the list currently held in the files of OF.) We updated the list to reflect the minimum number of officers required by OTE to keep the paperwork flowing in an orderly fashion. The two individuals listed for Agency External Training Travel [redacted], process approximately 5,500 external requests annually and are in the best position to handle this volume. [redacted] as Executive Secretary, Training Selection Board, is the only one knowledgeable of the results of TSB deliberations.

2. Please call me on extension [redacted] if there are any questions or problems.

Attachments  
As Stated

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